



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

PROPERTY CONTROLLER I (JC-57099)

SALARY RANGES	\$3034 - \$3799 (RANGE A ONLY)
TENURE/TIME BASE	Permanent/Full Time
PROGRAM/DEPARTMENT	General Services
FINAL FILING DATE	Until Filled

DESCRIPTION OF DUTIES: Under the direction of the Warehouse Manager I, is responsible for recording, receipt, issuance and proper marking of state property. Assign, prioritize, schedule, plan, organize and coordinate the movement of property within and outside the facility. Establishes and maintains records of property locations. The Property Controller I is responsible for recording receipt and issuance of property and for the proper marking on property. Review and prioritize property movement requests. Determine the condition of surplus property and store, issue or arrange for disposal. Directs Automotive Equipment Operators and other staff assigned to the Property Department and ensures staff utilizes proper tools and equipment and correct lifting procedures and following all safety guidelines. Organize and maintain all office and residential furniture inventory. Oversee upholstery, assembly and electric bed repair contracts. Send out furniture to be re-upholstered.

WHO MAY APPLY: Candidates with list, transfer or reinstatement eligibility for the classification. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Exams and Hiring Unit Office of Fairview Developmental Center or from the California Department of Human Resources website www.calhr.ca.gov. **All applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
EXAMS AND HIRING UNIT, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: PROPERTY CONTROLLER I
RELEASE DATE: 03/10/17